



National Finance Center Customer Notification

Christmas Day Holiday Schedule 2023

December 14, 2023

Reference Number: NFC-1702478706

Dear Customer:

In observance of the Christmas Day holiday, the National Finance Center (NFC) including the NFC Contact Center will be closed on Monday, December 25, 2023. All NFC applications will remain available during the holiday and payroll/personnel processing will continue as normally scheduled.

Due to the holiday on Monday, December 25, Pay Period 25, 2023 Time and Attendance reports can be transmitted as early as Friday, December 15, 2023, but should be submitted no later than close of business on Tuesday, December 19, 2023. The first Payroll Computation System (PAYE) pass for all databases will execute on Thursday, December 21, 2023. The second pass of PAYE for all databases will execute on Friday, December 22, 2023.

As always, the NFC Operations and Security Center will be available 24 hours per day, 7 days per week at 1-800-767-9641 or via email to osc.etix@usda.gov.

Authorized Agency representatives with questions concerning this notification should contact the NFC Contact Center at 1-855-632-4468 or the ServiceNow Customer Service Portal at:

- Federated Users: <https://nfcbsm.servicenowservices.com>
- Non-Federated Users: https://nfcbsm.servicenowservices.com/sp_ess